

Westwood United Methodist Church (WUMC)
Updating of Church Windows Database and Future Policy
October 2, 2012

This proposal is initiated by Congregational Care, Discipleship, Communications, and the Church Office. The goal is to be able to discern the status of and maintain timely records our membership, our fringe members constituents, and our visitors.

Proposals for Church Council:

1. Set parameters for membership classification
2. Initial policy for database clean-up
3. Ongoing policy for database and membership

Part 1: Set Parameters for membership classification

Purpose:

1. To re-enlist members who have not regularly been in attendance
2. To remove those members that do not plan on attending in the future

According to The Book of Discipline of the United Methodist Church, the Church Council must review the list annually and update the information accordingly.

Definitions:

Members: People who are members and regularly attend service at WUMC (26 times a year).

Fringe: People who are members but do not regularly attend services at WUMC.

Constituents: People who are not members of WUMC but regularly attend service for more than six months or are family of members

Visitors: Visitors are those people that have attended service, an event, or classes offered by WUMC.

Homebound: Members or visitors that cannot attend service because they are homebound.

Part 2: Initial policy for database clean-up

Our database currently has 246 members listed that have not attended from 2010 – 2012. Many have dates listed that the last time they attended were over 10 years ago. At this time, many of them receive mailings once a year asking them for financial contributions and perhaps another mailing of birthday wishes. We are not in compliance with The Book of Discipline of the United Methodist Church which requires us to update our records annually which includes contacting those persons who will be considered terminated from our lists. Before we can proceed in our ministry of contacting the fringe members, we need to update the records to obtain an accurate list of our membership.

In accordance with the policy of The Book of Discipline, we propose the following procedure be followed.

Procedure for removal of member other than a termination by request or death

If there are 2 years with no attendance (unless the person and/or their spouse is homebound) then **(per The Book of Discipline of the United Methodist Church)**

- a. Send letter to member
- b. Council vote
- c. Charge Conference

Part 3: Ongoing policy for database and membership

The ongoing policy for the database and membership will be the responsibility of the office staff with the assistance of the Membership Secretary, Congregational Care, and a new team that would be in charge of records and follow-up of fringe members.

Guests/Visitors:

Visitors who have attended 4 times will be contacted by the office to ask them if they would like to receive the Messenger if they have not already requested that.

Visitors that have been attending for 6 months shall be moved to the classification of "Constituent". At that time, they shall be included in the directory.

Members:

Members will be contacted after being absent for 3 weeks in an effort to re-invite them to Westwood UMC.

Annual Updating:

From the database, a list will be prepared six months prior to the Church Charge Conference of those members/constituents that have had 1 year of no attendance. In the letter, those persons will be asked to contact the church office if they wish to remain as a member or constituent with Westwood United Methodist Church.

Three months prior to the Church Charge Conference, a list will be proposed to Church Council of those persons that did not respond to the mailing. This list will be reviewed and this list will go to the Church Charge Conference for approval to be updated in our database as no longer members or constituents of Westwood United Methodist Church.

Note: *The subscription to the newsletter (Messenger) is not dependent on membership.*